

Standard Operating Procedures



DRMS

Defense Reutilization and Marketing Service

DoD's PROVIDER OF CHOICE FOR WORLDWIDE REUSE, RECYCLING AND DISPOSAL SOLUTIONS

CUSTOMER ASSISTANCE HANDBOOK

(A PARTNER FOR PROCESSING EXCESS DoD PROPERTY)

DRMS Customer Service Center
1-877-352-2255
DSN: 312-661-7766

DRMS Home Page
www.drms.dla.mil

Standard Operating Procedures



DRMS

Business Development and Marketing Services

DRMS is a leading provider of business development and marketing services for small and medium-sized businesses.

CUSTOMER ASSISTANCE HANDBOOK

(A PARTNER FOR PROGRESSIVE BUSINESS OWNERS)

DRMS is a leading provider of business development and marketing services for small and medium-sized businesses.

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Hours of Operation at DRMO Arifjan are Saturday through Wednesday, 0700 to 1500. DRMO Arifjan is closed Thursday, Friday and everyday 1230 to 1330.

Purpose: To identify additional references, and provide visual examples of documentation and to familiarize customers with general procedures, for turn-in of property and scrap material.

Scope: Provides general guidance about procedures and documentation. It does not intend to be all-inclusive and does not supersede any DOD, DLA, or DRMS policy, procedure, directive, or instruction

DRMS FORWARD SUPPORT TEAM CENTCOM CUSTOMER ASSISTANCE HANDBOOK

Defense Reutilization and Marketing Service (DRMS) is the DoD activity responsible for the disposal of hazardous waste, excess personal property, scrap and Demil required property generated by DoD activities. Disposal of any of this property by a means other than DRMS requires approval of the Combatant Commander and concurrence from Defense Logistics Agency (DLA).

This handbook is provided as implementing instructions of the cited references. It is designed to assist generating and reutilization activities in the day-to-day conduct of business with the servicing DRMS personnel in the CENTCOM AOR. It supplements the authoritative references listed herein, but in no way covers all required information.

DRMS personnel are prepared to assist you in completing the necessary documents, arranging for disposal contracts, and training your personnel in DRMS disposal turn-in procedures. We can dispose of, in place, large items that are not readily transportable to a DRMO storage area, property that is held in remote locations and property that DRMS is unable to accept due to lack of facilities, technical expertise, or available resources. We offer the following points of contact to ensure you the best possible service.

KUWAIT

(Numbers provided are DSN. For commercial dial 00965-389-xxxx or from USA dial 011-965-389-xxxx)

DRMO ARIFJAN

| | | |
|--|-------------------------------|-------------------|
| DRMO Chief | Linda Lamphear | 318-430-7342 |
| Turn-in procedures/processing | KBR | 318-430-7099 |
| Demil procedures/AEDA | Dennis McGill | 318-430-7096/7098 |
| Hazardous Property, including requests for Hazardous Property Handbook | Parris Stanford | 318-430-7096/7098 |
| Special Handling guidance | Rodney Bunde | 318-430-7096/7098 |
| Scrap guidance | "D" Nixon | 318-430-7096/7098 |
| Reutilization | Twyla Zink or Karen Sagaribay | 318-430-7096/7098 |

*All email addresses are: First. Last @ dla.mil
Name*

BAHRAIN, DIJOUTBI, OMAN, QATAR, AND UAE

| | | |
|---------------------------------|---------------------|---------------------------------------|
| FST Chief | LTC Richard Brunson | 318-430-7372 FAX: 318-430-7362 |
| Disposal Service Representative | Wesley Vaughn | Commercial Cell: 00971-50-811-9565 |
| Logistics Coordinator | Nicer Hassan | Commercial Cell: 00971-50-811-9575 |

References

- Defense Materiel Disposition Manual, DoD 4160.21 -M
<http://www.dla.mil/dlaps/dod/416021m/guide.asp>
- Military Standard Requisitioning and Issue Procedures (MILSTRIP) Manual, DoD 4000.25-1-M.
<http://www.dla.mil/j-6/dlms0/eLibrary/Manuals/MILSTRIP/default.asp>
- Defense Demilitarization Manual, DoD 4160.21 -M- I
<http://www.dla.mil/dlaps/dod/416021m1/guide.asp>
- DAASINQ DoDAAC Query
<https://www.daas.dla.mil/daasing/dodaac.asp?cu=d>
- Federal Supply Classification, Part 1, Groups and Classes, H2-1
- Inter-Service Support Agreements (as applicable), 40 CFR and 49 CFR
- DRMS Homepage:
<http://www.drms.dla.mil/> , "I am a Generator of Excess..."

Items DRMS Cannot Physically Receive

(See DoD 4160.21-M, Chapters 3 and 4)

- Drugs, Biologicals, and Reagents
- Sharps, Used
- Animals
- Radioactive Material
- Ammunition, Explosives and Dangerous Articles (AEDA)
- Classified Material
- Alcohol, Tobacco, and Firearms

Usable Property Turn In

Forms and additional instructions are available on <http://www.drms.dla.mil/> Generator Installation

- DD Form 1348-1A is the mandatory form for turning property into DRMS and must be attached to all property turned in.
- Required Data – Turn-in Document Number, NSN (National Stock Number), Category of Property (e.g. MAP), Disposal Authority Code, Supply Condition Code, DEMIL Code, Dollar Value, Quantity, Reimbursement Data, Shipped From, Shipped To, Nomenclature, Unit of Issue, Point of Contact Information (Name and Phone Number) and Signature of Approving Authority. See sample below.
- It is advisable to contact the DRMO for turn-in hours and an appointment before turning in property. It is the responsibility of the generating activity to arrange for the necessary transportation assets to deliver the property to the DRMO.
- All property other than DEMIL A (i.e., DEMIL B, C, D, E, F, Q) must be shipped to DRMO Arifjan, Kuwait with 1348-1A attached to the property. Property received without properly filled out 1348-1A will be rejected and sent back to the generator at the generator's expense.

The diagram shows the layout of DD Form 1348-1A with various fields and their corresponding annotations:

- Quantity**: Points to the 'QUANTITY' field in the top left section.
- cc 64 Disposal Authority Code M, N or R**: Points to the 'DISPOSAL AUTHORITY CODE' field.
- cc 65 Demil Code**: Points to the 'DEMIL CODE' field.
- cc 72 Supply Condition Code**: Points to the 'SUPPLY CONDITION CODE' field.
- cc 80 Unit Price**: Points to the 'UNIT PRICE' field.
- Block 1 Total Price**: Points to the 'TOTAL PRICE' field.
- Block 2 Shipped From**: Points to the 'SHIP FROM' field.
- Block 3 Shipped To**: Points to the 'SHIP TO' field.
- Unit of Issue**: Points to the 'UNIT OF ISSUE' field.
- DTID**: Points to the 'DTID' field.
- Stock Number**: Points to the 'NATIONAL STOCK NUMBER' field.
- Approving Official**: Points to the 'APPROVING OFFICIAL' field.
- Block 17 Nomenclature**: Points to the 'ITEM NOMENCLATURE' field.

The form itself is divided into several sections:

- Top Section**: Contains fields for Quantity, Disposal Authority Code, Demil Code, Supply Condition Code, Unit Price, Total Price, Ship From, and Ship To.
- Middle Section**: Contains fields for Unit of Issue, DTID, National Stock Number, and Item Nomenclature.
- Bottom Section**: Contains fields for Freight Classification, Item Nomenclature, and other administrative data.

DoD 4160.21-M requires 4 copies be attached to property

Sample - Usable

Scrap Property Turn In

General procedures in DoD 4162.21-M, Chapter 3

- Property turned in as scrap is material that has no value except for its basic material content. If it is recognizable as an end use item, it is probably not scrap.
- Scrap must be segregated by type. The only allowable scrap materials that will be accepted are the following: Heavy Metal, Light Metal, Aluminum, Wood, Rubber Products, Canvas, Plastic, Copper
- Supply Condition Code must be "S" and the Unit of Issue must be "Lbs".

The diagram shows the layout of DD FORM 1348-1A (JUL 91) with various fields and blocks. Annotations include:

- Quantity**: Points to the 'QUANTITY' field in Block 1.
- Unit of Issue**: Points to the 'UNIT OF ISSUE' field in Block 1.
- DTID**: Points to the 'DTID' field in Block 1.
- Stock Number**: Points to the 'STOCK NUMBER' field in Block 1.
- Approving Official**: Points to the 'APPROVING OFFICIAL' field in Block 1.
- cc 64 Disposal Authority Code M, N or R**: Points to the 'DISPOSAL AUTHORITY CODE' field in Block 1.
- cc 65 Demil Code**: Points to the 'DEMILITARY CODE' field in Block 1.
- cc 72 Supply Condition Code**: Points to the 'SUPPLY CONDITION CODE' field in Block 1.
- cc 80 Unit Price**: Points to the 'UNIT PRICE' field in Block 1.
- Block 1 Total Price**: Points to the 'TOTAL PRICE' field in Block 1.
- Block 2 Shipped From**: Points to the 'SHIPPED FROM' field in Block 2.
- Block 3 Shipped To**: Points to the 'SHIPPED TO' field in Block 2.
- Block 17 Nomenclature**: Points to the 'ITEM NOMENCLATURE' field in Block 17.

DoD 4160.21-M requires 4 copies be attached to property

Sample - Scrap

Demilitarization

Definition: The act of destroying the military offensive or defensive advantage inherent in certain types of equipment or material. This term includes mutilation, dumping at sea, cutting, crushing, scrapping, melting, burning, or alteration designed to prevent the further use of this equipment and material for its intended military or lethal purpose. It applies equally to material in unserviceable or serviceable condition that has been screen through the ICP and declared surplus or foreign excess.

Demil Code Definitions

DEMIL A: Non-MLI/Non-SLI – Demil not required

DEMIL B: MLI (Non-SME) – Demil not required (*except in Italy*). Trade Security Controls required at disposition. Mutilation required in OCONUS.

DEMIL C: MLI (SME) – Remove and/or DEMIL installed key points as prescribed in DoD 4160.21-M-1.

DEMIL D: MLI (SME) – Total destruction of item and components.

DEMIL E: MLI (Non-SME) – Additional critical items/material determined to require DEMIL, either key point or total destruction.

DEMIL F: MLI (SME) – DEMIL instructions to be furnished by the Item/Technical Manager

DEMIL Q: CCLI – DEMIL not required (*except in Italy*). Mutilation required in OCONUS.

DRMO Arifjan does not accept DEMIL coded G or P property.

All DEMIL and Mutilation required property must be turned into the nearest DRMO.

If the property is demilitarized prior to turn-in to the DRMO, a properly executed Demilitarization Certificate must be attached to the property. Specific DEMIL instructions are available in DoD 4160.21-M-1.

STATEMENT THAT DEMIL HAS BEEN ACCOMPLISHED

"I certify that (identify item/s) was/were demilitarized in accordance with (cite specific instructions), Appendix 4, Category _____ Paragraph _____, and (item number) was/were complied with in the DoD 4160.21-M-1 and/or (cite other applicable regulations).

DEMIL CERTIFIER/Date

DEMIL VERIFIER/Date

| | | | | | | | | | |
|--|--|--|--|------------------------------------|--|--|--|--------------------|--|
| DD FORM 1348-1A, JUL 81 (EG) ISSUE RELEASE/RECEIPT DOCUMENT | | 24 DOCUMENT NUMBER & SUFFIX (01-41) | | 25 NATIONAL STOCK NO. & ADD (8-27) | | 26 REC (4-6) 01 (23-24) QTY (25-29) CON CODE (7-1) 091 (55-56) UP (74-80) | | 27 ADDITIONAL DATA | |
| 1 CERTIFY THAT _____ WERE DEMILITARIZED IN ACCORDANCE WITH APPENDIX 4, CATEGORY _____ PARAGRAPH _____ AND _____ THAT WERE COMPLETED WITH IN THE DoD 4160.21-M-1 AND/OR (cite any other applicable regulations) | | 28 DEMIL CERTIFIER / DATE _____ | | 29 DEMIL VERIFIER / DATE _____ | | 30 Point of Contact: SGT John Doe TELEPHONE 318-555-1234 | | | |

| | | | | | |
|--|--|-------------|--|-------------------|--|
| 1. TOTAL PRICE | | 2. QHP FROM | | 3. SHIP TO | |
| DOLLARS CTS | | DOLLARS CTS | | DRMO ARIFIAN | |
| 30825 00 | | 30825 00 | | 4. MARK FOR | |
| 5. EXD DATE | | 6. NMPC | | 7. PRT RATE | |
| 10. QTY. RECD | | 11. UN | | 12. UNIT WEIGHT | |
| 13. UNIT CODE | | 14. UPC | | 15. SL | |
| 16. FREIGHT CLASSIFICATION NOMENCLATURE | | | | | |
| 17. ITEM NOMENCLATURE DIGITAL COMPUTER SYSTEM | | | | | |
| 18. TV COM | | 19. MC COM | | 20. TOTAL WEIGHT | |
| 21. RECEIVED BY | | | | 22. TOTAL CUBE | |
| | | | | 23. DATE RECEIVED | |

DoD 4160.21-M requires 4 copies be attached to property

Turning In Critical FSCs

| 10XX | 11XX | 12XX | 13XX | 14XX |
|---------------------|---|--|---|------|
| 1560 | 1670 | 1710, 1720 | 1810, 1820, 1830, 1840 | 1905 |
| 2305, 2330, 2350 | 2840, 2845 | 2915 | 3690 | 4230 |
| 4470 | 4921, 4923, 4925, 4927, 4931, 4933, 4935, 4960 | 5810, 5811, 5820, 5825, 5826, 5840, 5841, 5845, 5850, 5855, 5860, 5865 | 5963, 5985, 5998, 5999, 5963, 5985, 5998, 5999 | 6615 |
| 6920, 6930, 6940 | 8470, 8475 | | | |

- Federal Stock Class (FSC)
- Valid part number
- Manufacturer's name
- Nomenclature which accurately describes the item
- End item application
- Clear text statement explaining why the NSN is not included

Quantity

cc 64 Disposal Authority Code M, N or R

cc 65 Demil Code

cc 72 Supply Condition Code

cc 80 Unit Price

Block 1
Total Price

Block 2
Shipped From

Block 3
Shipped To

Unit of Issue

DTID

Stock Number

Block 1
Nomenclature

5811-00-RADIO

ML CRITICAL FSC, MUTILATION REQUIRED IF DOWNGRADED. FULL NSN OR CLEAR TEXT STATEMENT MUST BE PROVIDED
STATEMENT MUST TELL WHY A COMPLETE NSN CANNOT BE PROVIDED. I.e. PURCHASED LOCALLY, HAS COMMERCIAL APPLICATION, ETC.

Signature

POC NAME AND PHONE

DATE

Sample – Clear Text Statement

Property may be turned in without a valid NSN when the material cannot be identified to a valid NSN in FED LOG. At a minimum, the DTID (1348-1A) will contain the Federal Supply Class (FSC), NATO Codification Bureau Code, and noun/nomenclature and /or part number.

Due to national security concerns, Critical FSCs require a higher degree of documentation. When these items are not assigned an NSN, the DTID must include the appropriate FSC, the valid part number and manufacturer's name, nomenclature that accurately describes the item, the end item application, and a clear text statement explaining why the NSN is not included. This information may be annotated directly on the DTID or securely attached to the DTID.

Critical FSC's:

1560, 1670, 1710, 1720, 1810, 1820, 1830, 1840, 1905, 2305, 2330, 2350, 2840, 2845, 2915, 3690, 4230, 4470, 4921, 4923, 4925, 4927, 4931, 4933, 4935, 4960, 5810, 5811, 5820, 5821, 5825, 5826, 5840, 5841, 5845, 5850, 5855, 5860, 5865, 5963, 5985, 5998, 5999, 6615, 6920, 6930, 6940, 8470, and 8475. FSG's 10, 11, 12, 13, and 14.

The DTID for any property turned in without a DEMIL code must include the clear text DEMIL statement, as required by DoD 4160.21-M-1, Chapter 2, Paragraph A1. Generating activities may request assistance of the DRMO, DRMS, DLA, or the Integrated Manager for the FSC to determine the appropriate statement required. DRMOs may reject the turn-in of material that does not meet the above criteria. REF: DoD 4160.21-M, Chapter 3, Paragraph 5

Required information for LSN turn-in:

Appropriate FSC _____

Valid Part Number _____

Manufacturer's Name _____

End Item Application _____

Clear Text Statement _____

DTID _____

Turning In Property Requiring Special Handling

DoD 4160.21.-M, Chapter 4, lists 74 items that require special handling. The following are those most commonly generated in CENTCOM AOR. DRMS recommends generators coordinate turn-in of these items with servicing DRMS personnel.

- Aircraft
 - Residue of wrecked or damaged aircraft. Any lethal, hazardous, or classified items must be removed.
- AEDA (Ammunition, Explosives and Dangerous Articles)
 - Requires Inert Certification by two technical experts and letter authorizing experts to do so.
- Chapel and Chaplain's Equipment
- Clothing and Personal Equipment
- Concertina Wire, Barbed Wire and Tape
- Decorations, Badges, Medals, Ribbons, Distinctive (metal) Buttons and Other Insignia
- Flags
- Flight Safety Critical Aircraft Parts (FSCAP)
- Food – MREs
- Forms
- High Mobility Multi-Purpose Wheeled Vehicles (HMMWV)
- Information Technology (IT)
 - COTS (Commercial On The Shelf) will be removed, includes all storage media.
 - Hard drives must be removed and have the following certification:
 - "The equipment described by this document meets the disposition requirements in accordance with the DoD memorandum, (Disposition of the unclassified computer hard drives), dated June 4, 2001."
- Medical Equipment and Nonconsumable Medical Supplies
- Radiation-Emitting Electronic Products (Certified and Noncertified)
- Safes and Related Equipment and Combination Padlocks.
 - Equipment must be empty and unlocked. The lock shall be reset to a combination of 50-25-50 by the generating activity. Combination padlocks shall be reset to 10-20-30 by the generating activity.
- Technical Publications
- Textiles
 - Generating activities may not turn in fouled bedding or personal clothing without laundering or dry cleaning.
- Vehicles
 - All vehicles must be turned into the Marshalling Yard.
 - Requires list of missing components, vehicle maintenance record, and NO MORE than one quarter tank of fuel
 - In addition to DD Form 1348-IA all vehicles, cranes, trailers, AAVs, and tanks must have a disposition letter. These letters are from a TACOM Item Manager allowing the vehicle to be turned in. Battle-damaged vehicles

must have an Inert Certification along with the 1348-IA and the Disposition letter.

▪ **INERT CERTIFICATE**

In addition to a DD Form 1348-IA an Inert Certification is required on anything that has been battle-damaged or contained AEDA This includes all empty shells, ammo cans, range residue, and vehicles. Vehicles that were not battle-damaged do not need an Inert Certification.

A letter from the command, stating the names of the qualified AEDA inspectors should accompany the Inert Certification and will be kept on record at the DRMO. The letter should include the names of the certifier, verifier and must be signed by the individual who has designated those people to be AEDA inspectors.

We certify and verify that the AEDA residue, Range residue and/or explosive contaminated property listed has been 100% properly inspected by us and to the best of our knowledge and belief, are inert and/or free of explosives and other dangerous materials.

Certified: _____ **Date:** _____

Printed Name: _____ **Phone:** _____

Verified: _____ **Date:** _____

Printed Name: _____ **Phone:** _____

DRMS Form 2016

Is used for any items that have contained refrigerant chemicals that have been removed prior to turn-in.

| REFRIGERANT REMOVAL STATEMENT | | |
|--|-------|----------|
| <small>(Prescribing Authority: DoD 4160.21M)</small> | | |
| IN COMPLIANCE WITH THE REQUIREMENTS OF THE CLEAN AIR ACT AMENDMENTS OF 1990, SECTION 608, I CERTIFY THAT THE REFRIGERANT HAS BEEN RECOVERED FROM THIS ITEM IN ACCORDANCE WITH THE U.S. EPA REGULATIONS AT 40 CFR 82.156 (f), (g), and (h). | | |
| NAME <small>(Required by regulation) (Certified Technician recovering the refrigerant)</small> | | |
| ADDRESS | | |
| <small>(Required by regulation) (Service Organization or Company)</small> | | |
| CITY | STATE | ZIP CODE |
| <small>(Required by regulation)</small> | | |
| DATE REFRIGERANT REMOVED <small>(Required by regulation)</small> | | |
| SIGNATURE OF TECHNICIAN <small>(Required by regulation)</small> | | |
| GENERATOR/DRMO | | |
| <small>(Add information to match the certificate to the equipment to demonstrate compliance during regulatory inspections)</small> | | |
| ITEM DESCRIPTION or NOUN NAME: SERIAL NO. | | |
| TURN-IN DOCUMENT NO. (DTID) | | |

DRMS FORM 2016, MAR 2003 (EF) **NOTE: Retain copy of certificate for 3 years with the DTID from date of receipt.**

DLIS Form 1867

Is used for each computer hard drive that has been overwritten/degaussed/destroyed prior to turn-in.

| CERTIFICATION OF HARD DRIVE DISPOSITION | |
|---|-------------|
| This certifies this hard drive: <input type="checkbox"/> Check if hard drive or similar data storage components have been removed. | |
| Serial No. | Barcode No. |
| Make and Model | |
| Was overwritten/Degaussed/Destroyed in accordance with DoD Memo dated June 4, 2001, Disposition of Unclassified DoD Computer Hard Drives, On (date) _____ | |
| Software or Degausser Used _____ <small>(Mfg. product version, date)</small> | |
| OR _____ <small>(e.g., approved metal destruction facility)</small> | |
| Method of Destruction | |
| Generator Name | |
| Phone No. | DTID No. |
| Printed Name | Rank/Grade |
| Signature | Date |
| DLIS FORM 1867, OCT 2002 | |

Turning In Hazardous Material

DRMS does not take physical custody of hazardous property in the CENTCOM AOR. However, DRMS does take accountability of hazardous property in order to dispose of it through qualified contractors. We have been very successful in assisting generators of hazardous material to avoid significant disposal costs through our reutilization and sales programs. DRMS accepts accountability of hazardous material as a "receipt-in-place" via a Memorandum of Agreement, in accordance with DoD 4160.21-M, Chapter 10. Therefore, the following guidance provides information to assist the generator with preparing the documentation required for DRMS to take accountability.

Procedures for turning in hazardous property are commodity based and complex. For detailed guidance, contact DRMO Arifjan at 430-7096/7098 for a copy of our Hazardous Property Customer Service Handbook.

Information Required on the 1348-1A Disposal Turn-In Document

- Turn-In Document Number
- HM in Block 4
- NSN (National Stock Number)
- Disposal Authority Code
- Supply Condition Code
- DEMIL Code
- Quantity
- MSDS (Material Safety Data Sheet) attached to 1348-1A and on the property
- Shipped To
- Shipped From
- Billing DoDAAC (Block 27)
- Unit of Issue
- Unit Price
- Total Price
- Signature of Approving Official

DRMS would appreciate in-the-clear point of contact information provided on the document.

Turning In Hazardous Waste

DRMS does not take physical custody of hazardous waste in the CENTCOM AOR. However, DRMS does take accountability of hazardous waste in order to dispose of it through qualified contractors. We have been very successful in assisting generators of hazardous material to avoid significant disposal costs through our reutilization and sales programs. DRMS accepts accountability of hazardous waste as a "receipt-in-place" via a Memorandum of Agreement, in accordance with DoD 4160.21-M, Chapter 10. Therefore, the following guidance provides information to assist the generator with preparing the documentation required for DRMS to take accountability.

Information Required on the 1348-1A Disposal Turn-In Document

- Turn-In Document Number
- HW in Block 4
- NSN (National Stock Number)
- Disposal Authority Code
- Supply Condition Code
- DEMIL Code
- Quantity
- CLIN
- Chemical Description of Waste
- Hazardous Waste Profile Sheet (HWPS) attached to 1348-1A and on the property
- Organization, POC, Name
- Funding Official and Signature
- Shipped To
- Shipped From
- Billing DoDAAC (Block 27)
- Unit of Issue
- Unit Price
- Total Price
- Signature of Approving Official
- Customer ID
- Unit Cost/Total Cost
- Signed Certification Statement

DRMS would appreciate in-the-clear point of contact information provided on the document.

REUTILIZATION

To reutilize property from DRMO Arifjan you must park your vehicle outside the gates and walk into the main office.

An Assumption of Command memo and a DA 1687 form (Notice of Delegation of Authority – Receipt for Supplies) must be on file to screen for property. One of the authorized representatives on the DA 1687 Form must be present.

Everyone must sign in and receive an R/T/D Customer badge to enter the designated screening areas which must be worn at all times while inside the DRMO gates. No vehicles are allowed to come into the yard. Only two individuals per Unit are permitted to enter the yard at one time.

You will be given a hand held bar code scanner (instructions on how to operate equipment will be given at that time) or a clipboard with a 103 form. If you choose to write the information on the 103 form, a copy of what information to look for is located on the lower right hand side.

DRMO personnel will instruct you where to go in order to screen for property (DRMO representative will be present with you). Once you have completed screening for property return to the main office.

HAND HELD BAR CODE SCANNER:

You will return the hand held bar code scanner to a DRMO representative to download the information into the computer and print off the 103(s).

Upon completion of the 103 form(s) (or printed off 103 from the hand held bar code scanner) you will use the designated computer to transfer your information onto a 1348-1A and print off each one. Instructions and samples are provided at the main office.

You will be given a vehicle pass, drive up to the stop sign and wait for a DRMO representative to meet you. All items will be checked, loaded, and each document will be signed by all parties. You will drive back up to the main office building and receive two copies of the completed 1348-1A(s).

One copy is for your records, the second copy you will give to the gate guard upon departure.

When you depart, you will give the gate guard the following items:

- Second copy of the 1348-1A
- Vehicle Pass
- R/T/D Customer badge

The guard will look over your paperwork; properties received, and then release you.

Definitions

AEDA: Any substance that by its composition and chemical characteristics, alone or when combined with another substance, is or becomes an explosive or propellant or is hazardous or dangerous to personnel, animal or plant-life, structures, equipment or the environment as a result of blast, fire, fragment, radiological or toxic effects. It includes but is not limited to ammunition and explosives as defined in DoD 5154.4S. AEDA includes empty shells (brass & steel), ammo boxes, range residue, etc.

Contract Line Item Number (CLIN): This number identifies the type of waste, the unit of measure and the cost per unit for disposal. It is available in Section B of the DRMS Hazardous Waste Contract. If you need a copy of the HW disposal contract, please contact the DRMS environmental representative at the DRMO.

Defense Turn In Document (DTID) Number: The number is comprised of the generator's six character DoDAAC (Department of Defense Activity Account/Address Code), the four-digit Julian date and a generator provided unique 4-digit serial number. (E.g. For NSA Bahrain: N63005 6169 NA01)

DEMIL Property: Property that inherently possesses military offensive or defensive advantages. The act of demilitarization includes mutilation, dumping at sea, scrapping, melting, burning, or alteration designed to prevent the further use of this equipment and material for its originally intended military or lethal purpose and applies equally to material in unserviceable or serviceable condition that has been screened and declared foreign excess.

DLA: Defense Logistics Agency

DRMO: Defense Reutilization and Marketing Office

DRMS: Defense Reutilization Marketing Service

Ferrous Metals: Contains iron or steel and displays magnetic properties.

H Condition Property: Property that has been determined to be unserviceable and does not meet repair criteria.

Hazardous Waste (HW): Any hazardous property that is being discarded or is no longer suitable for its intended purpose. The hazard classification can be based on either chemical or physical characteristics, and is a substance that is capable of posing a risk to the health and safety of humans or the environment if improperly handled, stored, issued, transported, labeled, or disposed of.

MILSBILLS and Fund Code: The MILSBILLS DoDAAC is a six-digit Military Billing code used to fund disposal of hazardous waste. The Fund Code is a two-character code that is service and activity/installation specific; both must be included on all waste disposal transactions. (E.g. 30 = USAF, PP = USN, 21 = USA).

Non-Ferrous Metals: Materials such as aluminum, bronze, copper, and are non-magnetic.

Scrap: Materiel that has no value except for its basic material content.

Scrap Armor: All scrap armor that DRMO Arifjan receives must be secured to a pallet or in a box.

Scrap Metal: Scrap metal must be segregated into proper classes. Metallic - Ferrous, Metallic - Non-Ferrous, Non-Metallic. Light steel less than ¼ thick, Heavy Steel over ¼ thick, Aluminum, Stainless Steel, all must be separate, ARMOR IS NOT SCRAP METAL IT MUST BE BANDED TO A PALLET OR IN A BOX.

Scrap Tires: All tires that DRMO Arifjan receives must be securely fastened to pallets or we cannot accept the tires. Rims must be removed.

Usable property: Commercial and military type property other than scrap and waste. Any property that is still usable for its intended purpose.

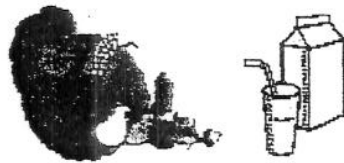
REFERENCES

- Defense Material Disposition Manual, DoD 4160.21-M
 - <http://www.dla.mil/dlaps/dod/416021m/guide.asp>
- Military Standard Requisitioning and Issue Procedures (MILSTRIP) Manual, DoD4000.25-1-M
 - <http://www.dla.mil/j-6/dlmso/eLibrary/Manuals/MILSTRIP/default.asp>
- Defense Demilitarization Manual, DoD 4160.21-M-I
 - <http://www.dla.mil/dlaps/dod/416021m1/guide.asp>
- DAASINQ DoDDAC Query
 - <https://www.daas.dla.mil/daasing/dodaac.asp?cu=d>
- DRMS Homepage
 - <http://www.drms.dla.mil>
- Cataloging Handbook H2 – Federal Supply Classification – Groups and Classes
 - <http://www.dlis.dla.mil/PDFs/h2.pdf>
- DEMIL F Disposition Instructions
 - <https://aeps.ria.army.mil/aepspublic.cfm>
- Publications
 - <http://www.drms.dla.mil/publications/index.html>

CLASSES AND SUBCLASSES OF SUPPLY

SUBCLASSES

CLASS I
SUBSISTENCE



A - NONPERISHABLES
C - COMBAT RATIONS
R - REFRIGERATED
S - OTHER NONREFRIGERATED
W - WATER

CLASS II
CLOTHING



A - AIR
B - GROUND SUPPORT MATERIEL
E - GENERAL SUPPLIES
F - CLOTHING
G - ELECTRONICS
M - WEAPONS
T - INDUSTRIAL SUPPLIES

CLASS III
PETROLEUM, OILS, LUBRICANTS



A - POL FOR AIRCRAFT
W - POL FOR SURFACE SUPPLIES
P - PACKAGED POL

CLASS IV
CONSTRUCTION MATERIALS



A - CONSTRUCTION
B - BARRIER

CLASS V
AMMUNITION

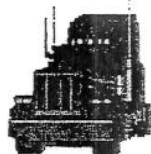


A - AIR DELIVERY
W - GROUND

CLASS VI
PERSONAL DEMAND ITEMS



CLASS VII
MAJOR END ITEMS: RACKS, PYLONS TRACED VEHICLES, ETC.



A - AIR
B - GROUND SUPPORT MATERIEL
D - ADMIN VEHICLES
G - ELECTRONICS
J - RACKS, ADAPTERS, PYLONS
K - TACTICAL VEHICLES
L - MISSILES
M - WEAPONS
N - SPECIAL WEAPONS
X - AIRCRAFT ENGINES

CLASS VIII
MEDICAL



A - MEDICAL MATERIEL
B - BLOOD/FLUIDS

CLASS IX
REPAIR PARTS



A - AIR
B - GROUND SUPPORT MATERIEL
D - ADMIN VEHICLES
G - ELECTRONICS
K - TACTICAL VEHICLES
L - MISSILES
M - WEAPONS
N - SPECIAL WEAPONS
T - INDUSTRIAL MATERIEL
X - AIRCRAFT ENGINES

CLASS X
MATERIAL FOR NONMILITARY PROGRAMS

